

San Jose · Evergreen Community College District Management Job Description

Position: Vice Chancellor, Educational Services and Planning

Department: IESS

Location: District Office

Date: September 24, 2024

POSITION PURPOSE

Reporting to the Chancellor, the Vice Chancellor of Educational Services and Planning provides overall leadership and oversight responsibility for districtwide instructional programs, educational support services, strategic planning and leadership support for accreditation. Areas of responsibilities include but not limited to institutional research, strategic planning, accreditation, curriculum management and instructional effectiveness initiatives related to student success, enrollment management, community education, online learning, and East San Jose educational partnership.

NATURE AND SCOPE

As a member of the Chancellor's cabinet team, the Vice Chancellor of Educational Services and Planning acts as senior advisor to the Chancellor in matters pertaining to the support of district-wide functions such as institutional effectiveness, statewide student success mandates, curriculum compliance, community educational partnership, strategic planning and Board policies.

KEY DUTIES and RESPONSIBILITIES

1. Serve as the chief advisor to the Chancellor on strategic matters related to districtwide educational research and planning.
2. Provide overall leadership to educational services programs, research and strategic planning under the direction of the Chancellor, and in collaboration with College Presidents, Vice Presidents, college administrators, and the appropriate shared governance groups.
3. Oversee the development and implementation of educational and student services policies and participate in the formulation of organizational objectives, policies and strategies in accordance with the District's mission.
4. Direct the development and implementation of the District Strategic Plan. Collaborate with the colleges in the development of the college Educational Master Plans and Student Success Plans.
5. Oversee the instructional program inventory; review and monitor the instructional and student support programs and common course list in collaboration with the college Vice Presidents.
6. Provide leadership to the district institutional research team and manage a repository and dashboard of institutional data; develop and distribute relevant facts and reports as necessary.
7. Direct timely and accurate preparation of records, reports, summaries and projections of data related to instructional and student services, funding, and the implementation of short- and long-range plans. Coordinate the completion of district reports for federal, state, and local agencies relative to student success and support.
8. Serve as a resource to the district for educational planning, research, outcomes assessment, program review, improvement, and accreditation.

9. Ensure action plans and program review processes for academic and student support programs are completed and evaluated in a thorough and timely manner and those results are integrated into strategic staffing, facilities, and budgetary planning processes of the District.
10. Utilize data to evaluate and recommend programs, standards, policies and procedures within the parameters of the state and federal laws to meet District goals for assigned educational programs and services.
11. Support the District's strategic enrollment management efforts, including serving as a lead on the District's enrollment management task force.
12. Provide leadership, coordination and support for districtwide educational partnership programs including K-12 school districts, other community college districts, public and private post-secondary institutions, and the East San Jose Educational Partnership.
13. Provide leadership support in the accreditation process. Support the colleges in coordination of ACCJC site visits to include coordinating dates, schedules, and logistical reports.
14. Recommend to the Chancellor and others as appropriate changes in the organization and operating policies and procedures that affect District educational services and planning.
15. Review legislation, legal mandated regulations, and guidelines that may affect student support and academic affairs of the District and advise the Chancellor and the Board of Trustees.
16. Confer and collaborate with vice presidents to support the process of developing and evaluating student learning outcomes for all academic and support services programs. Prepare reports and provide feedback to the Chancellor and the entire District community.
17. Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates; establish and monitor performance standards, priorities and expectations for assigned staff.
18. Perform other duties assigned or delegated by the Chancellor.

EMPLOYMENT STANDARDS

Knowledge of:

1. Educational curriculum development, enrollment management, strategic planning, research, and student services.
2. Title V and other federal, state and local laws and regulations pertaining to public higher education specifically to community colleges.
3. Research methodologies and applications.
4. The use of educational technology to further advance instructional programs and student services.
5. Principles and practices of administration, supervision and training.
6. District Policies and Procedures.
7. Budget preparation, control, funding and regulations regarding use of funds.

8. Interpersonal skills using tact, patience and courtesy.

Skills and Abilities to:

1. Communicate workforce development issues to the Trustees, leadership groups, the colleges, and the general community.
2. Understand the sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students and employees.
3. Communicate effectively both orally and in writing, including writing complex proposals and producing written material.
4. Establish and maintain cooperative and effective working relationships with students, faculty, staff, and business and industry representatives of diverse backgrounds.
5. Interpret, apply and explain rules, regulations, policies and procedures affecting community colleges.
6. Effectively lead the execution of complex technology plans and programs.
7. Work in an academic environment with understanding of the traditional processes related to shared governance, as well as valuing employee and student diversity.
8. Work with database, spreadsheet and research software.

Education and Experience:

1. A Master's degree in related field from an accredited college or university.
2. Five years of increasingly responsible leadership/administrative experience in an educational environment.
3. Significant experience in both instruction and student affairs by providing service to students directly
4. Progressively responsible administrative experience in areas such as policy development, implementation and interpretation of laws relating to curriculum, program development and institutional research.
5. Experience in institutional strategic planning demonstrated by engagement and collaboration.
6. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
7. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desirable Qualifications:

1. A doctorate degree from an accredited college or university.

2. Experience in using data to assess and evaluate programs to make data-driven decisions.

Working Conditions:

1. Typical office environment.

Date Approved: 5/9/2023; 7/29/2024

Revised: 9/24/2024

Salary Range: EM-2

EEO-Category: 2B1 Executive/Administrative/Managerial